

# NSLS Department New Employee/Guest Orientation

**MINOR**

Employee/Guest Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Life/Guest No.: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Department/Division: National Synchrotron Light Source Dept/Div. Code: 103 End Date: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Ext.: \_\_\_\_\_ Bldg. No.: \_\_\_\_\_  
 Affiliation: \_\_\_\_\_ Phone: \_\_\_\_\_ DOB: \_\_\_\_\_

## Administration

1. General orientation/check-in at Education Office, Bldg. 438, Brookhaven Ave. \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_
2. Corinne Messana, NSLS Room 2-104, x7398 (Appts made (Y/N); "Minor Student Authorization..." form completed / signed / forwarded to HR with GIS application (Y/N); BNL ID card (Y/N); PFI memo (Y/N). \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_
3. BNL identification card; Bldg. 30 \_\_\_\_\_ or LSU office \_\_\_\_\_  
ID Rep. Signature \_\_\_\_\_ Date \_\_\_\_\_
4. IH Rep / Supervisor's briefing on job / work location specific hazards and must complete Safety Training requirements (below and on reverse page) \_\_\_\_\_  
IH Rep / Supervisor's Initials \_\_\_\_\_ Date \_\_\_\_\_
5. Training Coordinator's Briefing - *Must meet w/Training Coordinator, x2295, Rm. 2-160, Bldg. 725D. Appt. \_\_\_\_\_* \_\_\_\_\_  
Training Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_
6. Light Source User Admin Office: Register as User ? (Y/N)  
Temp TLD issued (Y/N); ID badge encoded (if IH briefing and Rad training done) \_\_\_\_\_  
User Admin. Signature \_\_\_\_\_ Date \_\_\_\_\_
7. Personal File Information Memo received; Info input to guest system  
*Corinne Messana, ext. 7398, Rm. 2-104, Bldg. 725B* \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_
8. PC Administrator - Copy of Lab ID for computer account and e-mail  
*Al Levine, ext. 4707, Rm. 2-113, Bldg. 725B. Appt. \_\_\_\_\_* \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## General Employee and Radiological Training

*Supervisor Init. Date Completed Instructor Init.*

1. General Employee Training (GET) **Building 703** Mon 1pm \_\_\_\_\_
2. Radiological Training: **SUPERVISOR SELECT ONE** \_\_\_\_\_  
☐ GERT: General Employee Radiological Training (HP-RWT001) on the Web  
☐ Radiological Worker I (HP-RWT002)
3. NSLS Safety Module (web course) \_\_\_\_\_  
☐ For Beamline Users, non-resident (User Safety Module, LS-ESH-USERS on the Web)  
☐ For NSLS Scientific/Technical Staff, and any resident Beamline Staff (Staff Safety Module, LS-ESH-SCITECH on the Web)  
☐ Not Applicable (administrative/computer work only, and minimal time spent on Experimental Floor)
4. Previous BNL safety training is valid. \_\_\_\_\_  
 (Indicate valid courses & completion dates in #'s 1-3 above & on page 2) Training Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Additional Training is Required (If box is checked, see other side of this page for courses)

*I have undergone the ESH Briefing & NSLS Facility Specific Safety Orientation and will abide by the safety rules and procedures of the NSLS outlined in the Orientation and by the Industrial Hygienist.*

**Minor's Signature**

Date

**RETURN FORM TO CORINNE MESSANA AFTER COMPLETION -- WITHIN 2 WEEKS OF START DATE**

Rev. Date: 06/07/2006

cc: Training Coordinator, LS User Office, Employee File

<http://nslsweb.nsls.bnl.gov/nsls/training/Tr-Policy/Orient-frm-minor.pdf>